

2005 Federal Laboratory Consortium Call for Nominations for Excellence in Technology Transfer

The Federal Laboratory Consortium (FLC) for Technology Transfer is now accepting nominations for the 2005 Award for Excellence in Technology Transfer. This award recognizes laboratory employees who have accomplished outstanding work in the process of transferring a technology developed by a federal laboratory. Nominations are made by FLC Laboratory Representatives and judged by representatives from industry, state and local government, academia, and federal laboratories. Simply being nominated is in itself a high honor.

Only FLC Laboratory Representatives may nominate recipients for these awards. FLC Laboratory or Agency Representatives are not eligible to be nominated---nor may they nominate their immediate supervisor. All other laboratory staff are eligible to be nominated.

A nomination package consists of one complete set of the nomination submission forms, which include the following:

- Submission Guidelines
- Award Criteria
- Submission Cover Sheet (Form 05-CS)
- Submission Statement (Form 05- SS)
- Submission Verification Checklist (Form 05-V)

These forms are available on the William J. Hughes Technical Center, Office of Knowledge Management website, under General Information, What's New, at:

<http://ack.tc.faa.gov/ackwhatsnew.html>

These forms can be duplicated; however, each form must remain single-sided.

Also included on the website is "Keys to Writing Award Winning Nominations," a compilation of presentations from the FLC's popular "How to Write Winning Award Nominations" workshop. This document can be used as a handy reference guide when writing your nomination.

Three complete sets of each nomination (one original and two copies) must be received by the due date. In addition, an electronic copy of each nomination must be submitted via e-mail by the due date. The electronic version of a nomination will be used by the FLC for data collection purposes only, and will not be accepted as the original submission. No faxed copies will be accepted, and late submissions will be returned

unopened. A notice verifying receipt of your submission will be sent by the FLC Management Support Office.

It is very important that your nomination adheres to the criteria stipulated on the submission forms. This will help evaluators give your nomination the attention and point total it deserves.

If you have any questions about the FLC Awards Program or with the nominations package, please contact Deborah M. Germak, Technology Transfer Program Manager, at (609) 485-9862, or via e-mail at Deborah.germak@faa.gov.

All submissions for the 2005 FLC Awards for Excellence in Technology Transfer must be received at the FLC Management Support Office by Friday, October 8, 2004. So, please submit all nominations to me no later than **Friday, October 1, 2004**.

The FLC and I look forward to receiving your nominations! Good Luck!